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## Information

### *Credentialing and Certificated Assignments Committee*

#### **Review of California Code of Regulations, Title 5 Sections 80028 Pertaining to Certificates of Clearance and 80487 Pertaining to Fees**

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**Executive Summary:** In an effort to keep the Commission's sections of California Code of Regulations current, Commission staff is presenting Sections 80028 pertaining to Certificates of Clearance and 80487 pertaining to Fees for review and update.

**Recommended Action:** Information Item

**Presenter:** Dale A. Janssen, Director,  
Certification, Assignment and Waivers Division

**Strategic Plan Goal: 1**

**Promote educational excellence through the preparation and certification of professional educators**

- ◆ Sustain high quality standards for the preparation of professional educators

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# **Review of California Code of Regulations, Title 5 Sections 80028 Pertaining to Certificates of Clearance and 80487 Pertaining to Fees**

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## **Introduction**

In an effort to keep the Commission's sections of California Code of Regulations current, Commission staff is presenting Sections 80028 pertaining to Certificates of Clearance and 80487 pertaining to Fees for review and update. The Certificate of Clearance section has not been updated since 1988 and the Fees section includes fees for examinations that are no longer administered.

## **Background**

Sections 80028 and 80487 were brought to staff's attention due to significant changes in the method the Commission processes Certificates of Clearance and the method in which examination fees are currently established. Certificates of Clearance are documents the Commission issues to credential candidates before they enter into student teaching and to potential candidates for an initial credential who, prior to admission to a professional preparation program approved by the Commission, wish to determine if they meet the Commission's requirements for character and fitness to teach. The document provides no authorization, only verification that the holder has completed a professional fitness review. There are three major changes that are being proposed to section 80028: no longer would the fee paid for a Certificate of Clearance apply toward the fee for an initial credential; Certificates of Clearance would have an expiration date; and the university affidavit process would be eliminated. The rationale for these proposed changes can be found under Proposed Amendments for Regulations.

Section 80487 pertaining to fees is being updated to reflect the changes in the credential fee as well as fees for examinations. During the review of section 80487, staff discovered that current practice regarding the length of time an application fee is valid does not correspond with the regulations. Staff have checked with former Commission staff to determine when the current practice was established, but no one has institutional knowledge that goes back that far. The Commission currently allows an application fee to be valid for a year even if the applicant does not qualify for the requested credential at the time of the submission of the application. Title 5 section 80487 (e) reads:

(e) Where an applicant has all the qualifications for a credential at the time the application therefor (*sic*) is submitted, but where required verification or documentation has been delayed, no new or additional fee shall be charged if such required verification or documentation is submitted within one year.

The regulations state that if the applicant qualifies for the credential at the time of submission, the applicant has up to a year to submit the documentation.

Staff believes that a change to the Commission's application fee process to follow Title 5 regulations would reduce the number of applications from applicants who clearly do not qualify for the credential at the time of submission. This change would also reduce dual evaluations for one application. Currently an applicant may apply for a supplementary authorization to be added to a credential. The applicant may not have completed the course necessary for the authorization. The application is returned to the applicant with a statement that the fee is valid for one year. Within the year the applicant can then reapply with the same application fee for a Provisional Internship Permit which requires a new evaluation, doubling staff's work.

This change in policy would be a significant change to current practice; consequently staff is proposing that this change in practice become effective January 1, 2007. With that implementation date, staff will have sufficient time to inform applicants and stakeholders.

## **Proposed Amendments to Regulations**

### **Section 80028**

**80028** The Commission no longer makes professional fitness decisions based on the health of the individual; consequently the health reference is being deleted throughout the section.

**80028(a)(1)(A)** Staff is proposing that the application be submitted online only. In August, 2006 applicants will be able to submit their applications for Certificates of Clearance online. The submission of applications online greatly decreases the processing time and insures that students in credential programs can begin their student teaching requirement in a timely fashion.

**80028(a)(1)(B)** Staff is proposing the elimination of this credit. The Certificate of Clearance requires a full professional conduct review. There are cases where individuals request a Certificate of Clearance early to see if, given their history, for example, criminal convictions, they will meet the Commission's requirements for character and fitness to teach and therefore be eligible to earn a credential. These are costly and time consuming reviews which cost far more than the \$27.50 fee. By no longer providing a credit will also reduce the workload on the Certification staff who must enter the information into the computer as well as track the credits.

**80028(a)(1)(C)** The Department of Justice (DOJ) stopped accepting identification cards about a year ago. The proposed language requires a livescan submission, which is the method currently used for submitting fingerprint impressions to DOJ. This section also includes proposed language limiting the period of validity for the Certificate to five years. If a person obtains a Certificate of Clearance, but fails to apply for any credential that authorizes teaching or delivering certain types of services in the public schools, the Commission must still track and review any subsequent arrests and convictions, often engaging in lengthily review process concerning a person who has not shown any intention to obtain a teaching or services credential. By limiting the validity of the Certificate of Clearance to five years, the Commission will

eventually be able to stop receiving and reviewing reports of subsequent criminal misconduct if the holder of the Certificate of Clearance has not filed an application for a credential.

**80028(a)(2)** Staff is proposing eliminating the process due to efficiencies gained through online technology. The results of the livescan process take approximately three days, and the Commission's online Certificate of Clearance process takes up to three days. When the affidavit process was initially conceived, the entire professional fitness process was paper-based and time-consuming. With the new technology, colleges and universities no longer need to place student teachers in the classroom without a professional fitness review.

**80028(b)** Staff is proposing deleting this section as it states the same process as stated at the beginning of the section.

## **Section 80487**

**80487(a)(1)** Staff is proposing that the fee be changed to fifty-five dollars to align with the fee established in the 2006-2007 Budget Act.

**80487(a)(2)** Staff is proposing adding the fee to change a name on a credential. This proposed fee aligns the regulations with current process.

**80487(a)(4)** Staff is proposing deleting the \$30 fee because the fee is included as a part of the examination contract process and is no longer a set amount. The fee varies with each examination contract.

**80487(a)(5)** The proposed changes in this section are technical to update the language.

**80487(a)(6) & (7)** The proposed changes align the fees with the current charges assessed by the Federal Bureau of Investigation and the California Department of Justice.

**80487(a)(8) & (9) & (10)** These deletions are being proposed because all three examinations have not been administered for over ten years.

**80487(c)** The proposed changes delete references to specific examinations. The current practice is for the examination fees be paid to the testing contractor.

**80487(e)** Staff is proposing that the fee be valid for sixty days. Transcripts are the documents that usually delay the processing of an application. Universities no longer take sixty days to mail an official transcript.

**80487(f)** These fees are now collected by the testing contractor.

**80487(g)** The proposed deletion is a technical change. The sunset date for submission of these documents was January 1, 2003.

**CALIFORNIA CODE OF REGULATIONS**  
**TITLE 5. EDUCATION**  
**DIVISION 8. COMMISSION ON TEACHER CREDENTIALING**

**§80028. Certificate of Clearance.**

A Certificate of Clearance is a document, issued by the Commission, which verifies that the holder meets personal ~~and health~~ qualifications necessary to obtain a regular California teaching or services credential. ~~(a) Each candidate for an initial credential shall, prior to admission to student teaching under any professional preparation program approved by the Commission, obtain a Certificate of Clearance in accordance with (1) or (2) below by submitting the following. (1) No less than 60 working days prior to admission to student teaching, the candidate shall submit the following materials to the Commission:~~

~~(A a) Completed A completed application form via the online application system.~~

~~(B b) One-half of the credential issuance/reissuance or renewal fee specified in Section 80487(a)(1) unless otherwise established by law. The fee shall apply toward the initial credential if the Certificate of Clearance accompanies the credential application.~~

~~(C c) Verification of completion of livescan Duplicate personal identification cards as specified in Section 80442 including appropriate fees specified in Section 80487 (a) 8 (b) and 80487(a) (7) or by law.~~

The Certificate of Clearance shall be issued for a period of five years when the Commission has verified that the candidate's meets personal qualifications necessary to obtain a regular California teaching or services credential and health status.

~~(2) At any time prior to admission to student teaching, the candidate shall submit the following materials to the dean/director of teacher education or the chief campus officer of the institution of higher education at which such admission is sought:~~

~~(A) All materials as specified in (A), (B) and (C) of subsection (a)(1) of this section.~~

~~(B) An affidavit attesting to the identification and personal and health qualifications of the candidate, completed and signed, under penalty of perjury, by the candidate.~~

~~The dean/director of teacher education or chief campus officer of the institution shall complete and sign, under penalty of perjury, an affidavit stating as follows: "I am the dean/director of teacher education or the chief campus officer at the above institution of higher education. I have personally examined the identification documents of this applicant and know that he/she is in fact the person he/she represents himself/herself to be. I have personally interviewed the candidate and explained to him/her the very serious consequences of any concealment or falsification of his/her identity or fitness. I hereby certify under penalty of perjury that the foregoing is true and correct."~~

~~The dean/director of teacher education or chief campus officer of the institution shall forward all materials to the Commission and will retain copies of all materials submitted. Copies of these materials shall serve in lieu of actual issuance of the Certificate of Clearance and shall authorize admission to student teaching.~~

~~The Certificate of Clearance shall be issued when the Commission has verified the candidate's personal and health status.~~

~~(b) Each potential candidate for an initial credential may, prior to admission to any professional preparation program approved by the Commission, obtain a Certificate of Clearance.~~

~~Application for the Certificate of Clearance shall be submitted to the Commission and shall include all materials specified in (A), (B), and (C) of subsection (a)(1) of this section. The Certificate of Clearance shall be issued when the Commission has verified the potential candidate's personal and health status. Except as provided in Subsection (a), institutions and local education agencies should not construe this as an authorization or direction to require this clearance of all students.~~

Authority cited: Section 44225(b), Education Code. Reference: Section 44320(b), Education Code.

#### **§80487. Fees.**

(a) For the purpose of this section, credential means any certificate, permit, authorization, or other certification document, which the Commission is empowered to issue. The fee for the following credentials shall be:

(1) The fee for the issuance, reissuance, or renewal of credential shall be ~~sixty-five~~ fifty-five dollars unless otherwise established by law. ~~Effective January 1, 1995, this fee shall be seventy dollars.~~

(2) The fee for a duplicate credential and to change a name on a credential shall be one-half the fee specified in (a)(1) or the credential fee established by law.

(3) Two hundred fifty dollars for a Board of Examiners' fee as provided in Section 80076.

(4) ~~Thirty dollars for an~~ The examination processing fee as provided in Section 80077 shall be specified by contract with the examination vendor.

(5) Pursuant to Education Code Section 44252.5, the fee for the state basic skills proficiency test shall be ~~forty-one~~ dollars for test dates through January 1, 2002, and, for test dates after January 1, 2002, shall be forty-one dollars.

(6) ~~Fourteen~~ Twenty-four dollars, or the actual fee charge if different from this amount, to reimburse the Commission for the actual amount charged by the Federal Bureau of Investigation for furnishing its summary criminal history information ~~applicable to all credentials on~~ applicants for credentials.

(7) ~~Sixteen~~ Thirty-two dollars ~~and fifty cents~~, or the actual fee charge if it is different from this amount, to reimburse the Commission for the fee amount charged by the California State Department of Justice, Criminal Identification and Investigation Bureau, for furnishing its summary criminal history information on applicants for credentials.

(8) ~~Thirty-eight dollars for each unit of the Bilingual-Crosscultural Competency Certificate examination if taken separately or a fee of one hundred dollars for the entire examination, (all three units of the examination) if taken at the same time. For persons who take only one section of the Language portion of the examination, a fee of thirty-five dollars will be charged.~~

~~(9) A fee of one hundred dollars for the full language Development Specialist examination; thirty five dollars for Part I, and seventy five dollars for Part II, if taken separately.~~

~~(10) A fee of one hundred dollars for the full Bilingual Certificate of Assessment Competence examination; a fee of thirty seven dollars for either the oral production or case study section, and twenty nine dollars for either the multiple choice or audio transcription section if taken separately.~~

~~(11) The fee for the Certificate of Clearance as specified in Section 80028 shall be one-half the fee in (a)(1) or the credential fee established by law.~~

(b) Except for the fee specified in (a)(5), ~~(a)(8), (a)(9), and (a)(10)~~, the fees shall accompany the application for issuance, reissuance or renewal, or the request for a duplicate credential or name change; the fees shall be deemed earned upon receipt and shall not be refunded even though the applicant does not qualify for the credential or subsequently finds a reportedly lost or destroyed document.

(c) The fee for examination administered by a contractor on behalf of the Commission; ~~specifically (a)(5), (a)(8), (a)(9), and (a)(10)~~, shall be paid directly to the testing contractor unless otherwise specified by contract.

(d) The applicant shall receive either a credential or an evaluation which sets forth the requirements which have not been met.

(e) Where an applicant has all the qualifications for a credential at the time the application ~~therefor~~ is submitted, but where required verification or documentation has been delayed, no new or additional fee shall be charged if such required verification or documentation is submitted within ~~one year~~ sixty days.

~~(f) Where applicable, each application for a credential shall be accompanied by an examination processing fee pursuant to Section 80077 of these regulations.~~

~~(g) The fee for a county or district to file a copy of a county issued or district issued certificate of completion of staff development in specially designed academic instruction delivered in English and/or in English language development in a self-contained classroom pursuant to Education Code section 44253.10(f)(2), including issuing a duplicate if requested, is twelve dollars (\$12). Each certificate must be accompanied by the form Request to File Certificate of Completion of Staff Development (form 41-CCSD, rev. 1/97). To request a duplicate of the certificate, the person to whom the original certificate was issued must submit the form Request for Duplicate Certificate of Completion of Staff Development (form 41-CCSD-DUP, rev. 1/97) to the Commission.~~

Note: Authority cited: Sections 44225 and 44252.5, Education Code. Reference: Sections 44235, 44252.5, 44253.5, 44253.10, 44280, 44289, 44298, 44332.5(b), 44339, 44340, 44341, 44352, 52134 and 52178, Education Code; and Section 11105(e), Penal Code.